



# The City of San Bruno

*Invites Your Application For*

## ***Assistant Finance Director***

***\$6,834 - \$8,386/Monthly***

*(effective 7/1/04 employees will contribute an  
additional 4% of salary towards retirement benefits)*



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*For additional information  
or to submit an application  
contact:*

*Human Resources  
567 El Camino Real  
San Bruno, CA 94066  
650-616-7055  
[hr@sanbruno.ca.gov](mailto:hr@sanbruno.ca.gov)  
[www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)*

*Open date: April 22, 2004  
Closing date: May 21, 2004*

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The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

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## ***THE CITY***

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The City of San Bruno, population 41,600, is located in San Mateo County, twelve miles South of San Francisco and immediately adjacent to San Francisco International Airport. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. San Bruno is recognized by its residents as enjoying a small town atmosphere within a large metropolitan area. The GAP corporate headquarters, Golden Gate National Cemetery, National Archives Pacific Sierra Region, Skyline Community College, a downtown area with an international flavor and regional shopping centers all call San Bruno home.

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## ***THE DEPARTMENT***

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The Finance Department has a total staff of 12. The department includes a Director, an Assistant Director, 1 Management Analyst I/II who functions as a Revenue Manager, Accountant, 7 Accounting & Customer Services Representatives and a meter reading position. The department administers general fund and special revenue funds budgets of approximately \$35 million, enterprise budgets of approximately \$15 million, and a capital improvement budget (CIP) of \$10 million.

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## ***THE POSITION***

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Under the general supervision of the Finance Director, Jim O'Leary, the Assistant Finance Director performs a variety of supervisory, professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the City; coordinates daily operations within the department; and provides responsible technical support to the Director and other City management staff. Serves as department head in absence of the Finance Director.

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## ***THE IDEAL CANDIDATE***

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This position offers an excellent opportunity for a motivated individual seeking to advance in the Finance and/or city management career path and work in a full service municipality.

The City is seeking an innovative professional who will be a team-oriented, collaborative leader and is committed to innovative problem solving and customer service. The successful candidate will be an exceptional communicator, both orally and in writing, have broad technical financial knowledge, a strong managerial background, good people skills, and readily takes responsibility in carrying out directions.

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## ***PRIORITIES AND ISSUES FACING THE DEPARTMENT***

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The Finance Department is a support function providing financial services to the City Council, City Manager, City departments and the public. Department responsibilities include budget, financial reporting, utility billing, payroll, business licenses, revenue collection, financial data processing services, accounts payable, fixed assets and cash management. The department also provides financial forecasting and administers the debt financing program and provides oversight of the decentralized purchasing system.

The City's current financial and utility billing system uses non-proprietary software developed in the 1970's. Software support is performed by the City of Redwood City under a contractual agreement. The City currently has budgeted funds to acquire and convert to a City financial software system.

Additional software applications the City intends to implement include human resources, fleet management, job costing, distributed purchasing, and inventory receiving and control.

In 1999-00, the Redevelopment Agency approved the first Redevelopment Plan. The Finance Department provides the accounting and financial support for the City's Redevelopment Agency.

Excellent customer service skills are essential. In addition, a high level of personal computer skills to access the City's financial database and produce documents in Microsoft Office software will be highly valued.

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## ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

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- ✓ Manages and supervises functional operations to achieve the department work program goals and objectives within available resources.
- ✓ Plans and organizes staff assignments to address department workload.
- ✓ Trains staff members and motivates, mentors, and evaluates assigned personnel.
- ✓ Plans, organizes, supervises, and participates in various aspects of the department's functional areas which include operations, enterprise with capital improvements, budgeting, auditing, payroll, accounts payable, utility billing, cashiering, accounts receivable, business licensing, and periodic special financial reporting.
- ✓ Assists and provides leadership in the development of plans, policies, and procedures and communicates these to City management, City Council, boards, commissions, and the general public. Makes presentations to the City Council, other Department personnel, and community groups as required.
- ✓ Supervises and assists in the analysis and preparation of periodic audits, special financial statements and reports. Prepares clear and concise written communications.
- ✓ Oversees and maintains internal controls consistent with accepted governmental accounting principles and auditing procedures, and city policies.
- ✓ Supervises and performs reconciliation of financial ledgers and records.
- ✓ Oversees, coordinates, and assists in developing and preparing the City budget, monitors revenues and expenditures and provides analysis and progress reports on the financial well being of the City and the effective use of budgeted funds, personnel, and materials and facilities.
- ✓ Coordinates audits and provides assistance to the City's independent auditor and auditors from other agencies.
- ✓ Oversees and conducts accounting work relating to grant program reporting and compliance, and develops and implements relevant policies and procedures.
- ✓ Supervises operation and maintenance of network financial computer and software system, identifies, develops, and implements upgrades or new software as necessary to facilitate departmental goals, policies, and objectives.

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## ***MINIMUM QUALIFICATIONS***

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### **Education and Experience:**

Graduation from an accredited four year college or university with a degree in accounting, finance, business or public administration, or a closely related field. Masters degree or CPA is highly desirable.

Four (4) years of progressively responsible accounting or municipal finance experience with three (3) years minimum supervisory experience.

### **License Required:**

Must possess or be able to obtain and maintain a valid California Driver's License.

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## **EMPLOYEE BENEFITS**

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### **SALARY \$6,834 - \$8,386/Monthly**

The City gives strong consideration to appointment above the mid-range for highly qualified applicants.

### **RETIREMENT**

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% @ 55. Employee PERS contribution of 8% is paid on a tax deferred basis. **Effective July 1, 2004, the employee share of the PERS contribution will increase by 4% for a total of 12%.** Employees do not pay Social Security, but do pay 1.45% Medicare coverage.

### **INSURANCE**

The City provides full employee and dependent coverage (including domestic partner) with a choice of medical, dental and vision plans. Each employee must contribute \$131.24 bi-weekly to the medical, dental, and vision premium. Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

### **LEAVE**

Includes 10 - 23 days vacation per year depending on length of service, 12 days annual sick leave, 14.5 paid holidays and (60 to 80) hours manage-

### **OTHER BENEFITS**

Employee Home Loan Assistance Program, 2.5% Bilingual Incentive Pay, 0.5% City paid deferred compensation match, direct deposit required, credit union membership and tuition reimbursement are also available as well as a personal/professional development account of up to \$500 annually. Union Association dues may be required.

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## **APPLICATION PROCESS**

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Candidates must submit a completed City of San Bruno application and resume. Applications are available at City Hall in Human Resources or on-line through the City's website at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov). Applications and resumes must be submitted by May 21, 2004 at 5:00 pm to be considered.

Interviews are tentatively scheduled for Monday, June 7, 2004.

**NOTE:** This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

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## **MISSION STATEMENT**

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The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

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## **VISION STATEMENT**

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San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

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## **THE CITY OF SAN BRUNO VALUES**

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- Integrity
- Protecting guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness and commitment to the community

Join the City of San Bruno  
**The Peninsula City  
with a Heart.**

